

AAT Foundation Certificate / Diploma Synoptic Assessment

Sample assessment and mark scheme

Notes for students and training providers

This is a sample assessment and mark scheme which is reflective of the question types, the depth of content coverage, the level of demand, the duration and the mark allocation of tasks that will be in the live assessment.

It is not designed to be used on its own to determine whether students are ready for the live assessment.

Assessment information

Instructions

- Read the scenario carefully before attempting the questions.
- Complete all seven tasks.
- Answer the questions in the spaces provided.
- You must use a full stop to indicate a decimal point. For example, write 100.57 **not** 100,57 or 100 57.
- Both minus signs and brackets can be used to indicate negative numbers **unless** the task instructions state otherwise.
- You may use a comma to indicate a number in the thousands, but you do not have to. For example: 10000 and 10,000 are both acceptable.
- Where the date is relevant, it is given in the task data.
- Read each question carefully before you start to answer it.
- Attempt all questions.

Information

- The total time for this paper is **2 hours**.
- The total mark for this paper is 100.
- The marks for each task and sub-task are shown alongside the tasks and sub-tasks.
- The data you need to complete a task is contained within that task. You will not need to refer to your answers from previous tasks.

Scenario

The tasks are set in a business situation where the following conditions apply:

- You are employed as an accounts assistant in the finance function at SCM Products.
- The finance function includes the financial and management accounting teams.
- SCM Products uses a manual bookkeeping system.
- Double-entry takes place in the general ledger. Individual accounts of trade receivables and trade payables are kept in the sales and purchases ledgers as subsidiary accounts.
- The cash book and petty cash book should be treated as part of the double-entry system **unless** the task instructions state otherwise.
- The VAT rate is 20%.

This information is important when answering questions for each task.

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Task 1 (12 marks)

You work from 09:00 until 14:00, Monday to Friday each week. Each finance period is four weeks in duration so you plan your work in a four-week cycle.

The work schedules below show the days when routine tasks must be completed and the amount of time that each task takes to complete. It is very important that you complete the management accounts tasks by the end of the identified day and the financial accounts tasks by the day and time indicated.

Management accounts work schedule

Monthly work schedule – management accounts					
	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Material cost report (2 hours)		Material cost report (2 hours)	Budget report (2 hours)	Product cost analysis (1 hour)
Week 2	Labour cost report (2 hours)	Labour cost report (1 hour)	Labour cost report (2 hours)		
Week 3			Material cost report (1 hour)		Product cost analysis (1 hour)
Week 4	Data gathering (2 hours)			Variance analysis (1 hour)	Cost coding (1 hour)

Financial accounts work schedule

Weekly work schedule – financial accounts			
Task	Task to be completed each week by:		Task duration
	Date	Time	
Reconcile statements	Friday	13:00	1 hour
Contact customers	Thursday	13:00	2 hours
Process invoices	Friday	11:00	1 hour
Post cheques	Every day	12:00	1 hour
Contact suppliers	Monday	11:00	1 hour
Departmental report	Wednesday	12:00	1 hour
Departmental charges	Tuesday	12:00	2 hours

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You are planning your work at the start of the day on the Friday of week 4. You have been asked to complete a non-routine cash book task by 10:00, which is already included in your to-do list.

- a) **Complete your to-do list for today, Friday of week 4, by selecting the correct tasks from the list below. Refer to the management and financial accounts schedules.**

You can include the task more than once if the task takes more than one hour to complete.

(4 marks)

Friday, Week 4: To-do list	Time
Cash book	09:00 – 10:00
	10:00 – 11:00
	11:00 – 12:00
	12:00 – 13:00
	13:00 – 14:00

Tasks

Budget report	Contact suppliers	Post cheques	Cost coding
Departmental report	Labour cost report	Process invoices	Variance analysis
Contact customers	Material cost report	Product cost analysis	Data gathering
Departmental charges	Reconcile statements		

- b) You are often asked to complete non-routine tasks. However, on one day in each four-week cycle you are too busy with routine tasks to accept non-routine work.

Use the management and financial accounts schedules to identify on which day in which week you will be the busiest with routine tasks.

(2 marks)

Day of the week:

Week of the month:

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- c) The non-routine cash book task in today's to-do list is finalising the cash book below for a colleague who has been taken ill.

Details	Cash £	Bank £	VAT £	Trade receivables £	Cash sales £	Details	Cash £	Bank £	VAT £	Trade payables £	Cash purchases £
Jaz Shatna	1,110		185		925	Balance b/f		6,542			
Cory Mac		2,150		2,150		P Brady Ltd		1,365		1,365	
P James		1,525		1,525		S Simmons		396	66		330
Cash		850				Cox and Co		234	39		195
						Bank	850				

- i) What will be the cash and bank balances carried down? You must also identify if the amount is either Debit or Credit.

(4 marks)

Balances	Amount £	Debit	Credit
Cash balance carried down		<input type="checkbox"/>	<input type="checkbox"/>
Bank balance carried down		<input type="checkbox"/>	<input type="checkbox"/>

- ii) What will be the totals of the cash and bank columns once the balances have been inserted?

(2 marks)

Totals	Amount £
Cash total	
Bank total	

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Task 2 (12 marks)

SCM Products have recruited Simon, who has recently left school, to work in the finance function as a trainee. In his first year, Simon will spend time helping you with general tasks such as postal duties, photocopying and filing. He will also work with the cashiers and the management accounting and financial accounting teams.

As Simon is due to start work next week, you have been asked to provide some notes to help him settle into his role. You have decided to begin the notes with the main roles of the finance function.

a) From the list below, identify **FOUR** main roles of the finance function at **SCM Products**.

(4 marks)

Notes for Simon	
Main roles of the finance function	
1.
2.
3.
4.

Ensuring the security of financial data	Ensuring the security of the production processes
Managing funds effectively	Managing staff in other internal departments
Producing monthly bank statements	Producing statutory financial statements
Providing accounting information to other internal departments	Providing IT support to other internal departments

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- b) It is Simon's first week and you are helping with his induction into the organisation. You have been asked to highlight important policies and procedures on SCM Products' intranet that Simon should familiarise himself with.

From the list below, identify FOUR policies or procedures that Simon should familiarise himself with.

(4 marks)

Notes for Simon	
Policies and procedures you will need to be familiar with	
1.
2.
3.
4.

Holiday entitlement policy	Research and development policy
Product grading procedures	Petty cash claiming procedures
Vehicle maintenance checking procedures	Warehouse storage procedures
Staff development policy	Cheque banking procedures

- c) Simon has been working with you for a few weeks now and you are aware of some concerns in relation to his performance. During meetings, Simon appears uninterested and does not participate. There have also been instances of Simon misunderstanding instructions and not meeting deadlines. You decide to help Simon develop the skills that are important to his role.

Identify FOUR ways that Simon could develop the necessary skills to help him in his role, using the tick-boxes provided below.

(4 marks)

Ways for Simon to develop his skills	
Interrupt the speaker to ask questions during meetings.	<input type="checkbox"/>
Make eye contact with the speaker.	<input type="checkbox"/>
Wait until the person speaking has finished before asking questions.	<input type="checkbox"/>
Cough loudly to indicate to the speaker that the meeting has overrun.	<input type="checkbox"/>
Discuss difficulties in meeting deadlines with your supervisor at the earliest opportunity.	<input type="checkbox"/>
Complete work tasks as quickly as possible, relying on your supervisor to check the accuracy of the work.	<input type="checkbox"/>
Ask as many questions as you need until you fully understand what you are being asked to do.	<input type="checkbox"/>

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Task 3 (12 marks)

SCM Products has supplied goods to Peppers Ltd. You have been asked to complete the invoice by calculating the invoice amounts.

a) Refer to the price list and complete the FOUR boxes in the invoice below.

(4 marks)

SCM Products 14 London Road Parton, PA21 7NL VAT Registration No. 298 3827 04					
Invoice No. 3912 To: Peppers Ltd 121 New Street Grangeton, GX12 4SD					
Invoice date: 15 May 20XX Delivery date: 13 May 20XX Customer account code: PEP003					
Quantity of units	Product code	Price each £	Net amount £	VAT amount £	Total amount £
120	BXC20				
Terms of payment: Net monthly amount					

Price List	
Product code	Price each £
ACG10	5.53
BCF15	2.75
BXC20	3.85
CXC20	1.52
DFJ15	3.75
DFJ20	4.98

b) Record the invoice in the appropriate daybook by selecting the correct daybook title, selecting the correct business in the 'Details' column and making the necessary entries.

(6 marks)

Daybook title	
Cash book	<input type="checkbox"/>
Discounts allowed daybook	<input type="checkbox"/>
Discounts received daybook	<input type="checkbox"/>
Petty cash book	<input type="checkbox"/>
Purchases daybook	<input type="checkbox"/>
Purchases returns daybook	<input type="checkbox"/>
Sales daybook	<input type="checkbox"/>
Sales returns daybook	<input type="checkbox"/>

Date 20XX	Details	Account code	Invoice number	Total £	VAT £	Net £
15 May	Peppers Ltd <input type="checkbox"/>		3912			
	SCM Products <input type="checkbox"/>					

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- c) SCM Products is considering offering its customers a 2.5% prompt payment discount for payment within five days of date of invoice.

Calculate the amount that would be paid by Peppers Ltd if a 2.5% prompt payment discount was offered on the invoice in part a) and the invoice was paid within five days.

(1 mark)

Total amount:

- d) **Select from the list below the LATEST DATE by which SCM Products should receive the payment from Peppers Ltd if the prompt payment discount was taken.**

(1 mark)

13 May 20XX	<input type="checkbox"/>
15 May 20XX	<input type="checkbox"/>
18 May 20XX	<input type="checkbox"/>
20 May 20XX	<input type="checkbox"/>
30 June 20XX	<input type="checkbox"/>

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Task 4 (16 marks)

It is the end of June and you have partially prepared SCM Products' sales ledger control account as shown below.

Sales ledger control account			
Details	Amount £	Details	Amount £
Balance b/f	46,803	Bank	32,886
		Irrecoverable debt	1,065

You now have the totals of the sales and sales returns daybooks and must record the appropriate amounts in the sales ledger control account.

Sales daybook extract				
Date 20XX	Details	Total £	VAT £	Net £
30 Jun	Totals	43,308	7,218	36,090

Sales returns daybook extract				
Date 20XX	Details	Total £	VAT £	Net £
30 Jun	Totals	2,634	439	2,195

- a) What will be the entries in the sales ledger control account? You must also identify if the amount is either Debit or Credit.

(4 marks)

	Amount £	Debit	Credit
Entry from the sales daybook		<input type="checkbox"/>	<input type="checkbox"/>
Entry from the sales returns daybook		<input type="checkbox"/>	<input type="checkbox"/>

- b) What will be the balance carried down on the sales ledger control account? You must also identify if the amount is either Debit or Credit.

(2 marks)

Amount £	Debit	Credit
	<input type="checkbox"/>	<input type="checkbox"/>

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- c) Your next task is to reconcile the purchases ledger with the purchases ledger control account. These are the balances in the purchases ledger on 1 July.

Credit suppliers	Balances	
	Amount £	Debit/Credit
TT Thomas	8,066	Credit
Cope and Croydon	3,197	Credit
Yeltz Ltd	17,954	Credit
Marlo plc	365	Debit
Holton and Partners	11,746	Credit

You have inserted the balance of the purchases ledger control account in the reconciliation statement below.

Complete the reconciliation statement by:

- inserting the total of the balances in the purchases ledger
- calculating any difference.

(2 marks)

Reconciliation statement	Amount £
Purchases ledger control account balance	40,840
Total of the purchases ledger balances	
Difference	

- d) Your manager wants to know what may have caused the difference shown in the reconciliation statement.

Identify TWO reasons that could explain the difference that you calculated in part c), using the tick-boxes provided.

(2 marks)

Reasons	
A credit note was entered twice in the purchases ledger control account.	<input type="checkbox"/>
An invoice was entered twice in a supplier's account in the purchases ledger.	<input type="checkbox"/>
A payment was entered twice in a supplier's account in the purchases ledger.	<input type="checkbox"/>
A discount received was entered twice in the purchases ledger control account.	<input type="checkbox"/>
An invoice was entered twice in the purchases ledger control account.	<input type="checkbox"/>
A discount received was not entered in a supplier's account in the purchases ledger.	<input type="checkbox"/>

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- e) The list of balances in the purchases ledger in part c) shows that the account of Marlo plc has a debit balance. Your colleague has prepared a draft letter to be sent to Mrs Odgers at Marlo plc requesting a cheque.

Review the draft letter and circle SIX errors. Errors may be:

- **incorrect spelling**
- **incorrect grammar**
- **technically incorrect.**

(6 marks)

Dear Mrs Rodgers,

Our sales ledger shows that an erroneous overpayment made earlier in the year has resulted in an amount of £356 owing to us. We would be grateful if you could confirm agreement of this amount and provide us with a cheque so that we can correct the error in preparation for our year end. If you require me to provide further details of the underpayment please do not hesitate to contact me and I will be happy to forward documentation to you.

Many thanks in anticipation of your co-operation in this matter.

Yours faithfully,

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Task 5 (12 marks)

SCM Products is committed to improving its Corporate Social Responsibility (CSR) activities. You are part of a team that has been asked to assist in the preparation of an annual report detailing the CSR initiatives planned.

- a) **Select THREE appropriate initiatives to include in EACH section of the Corporate Social Responsibility report below.**

(6 marks)

SCM Products Corporate Social Responsibility Report
<p>Our commitment to minimising the environmental impact of our activities.</p> <p>Initiatives planned</p> <p>1.</p> <p>2.</p> <p>3.</p>
<p>Our commitment to improving the welfare of our employees.</p> <p>Initiatives planned</p> <p>1.</p> <p>2.</p> <p>3.</p>

Initiatives

Ensuring staff use public transport rather than their own vehicles when travelling for business purposes	Ensuring production processes maximise energy consumption	Ensuring all staff minimise costs and expenses to the organisation
Introducing flexible working conditions so staff can work and still meet personal commitments	Ensuring all staff complete overtime each month	Imposing a weekend working requirement on all staff
Increasing senior management salaries by 10%	Offering free membership to a local sports centre for all staff	Ensuring emissions from our delivery vehicles are minimised
Allowing staff to complete overseas projects which bring water to communities in developing countries	Installing energy-saving equipment in our production plant	Offering staff training and supporting those wishing to gain further qualifications

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- b) In line with a previous commitment to improving the local environment, SCM Products recently held an event to raise funds to renovate a local community centre. The CSR team is responsible for reporting on the costs of the event.

The budgeted costs were:

Food: £1.75 per person
Entertainment: £50 per hundred people

1,500 people attended the event. The actual costs are shown in the table below and you have been asked to compare these with the budgeted costs.

Complete the table below by:

- inserting the total budgeted amount for each cost
- inserting the variance for each cost
- selecting whether each variance is adverse or favourable.

(6 marks)

Event cost performance report				
Cost	Budget £	Actual £	Variance £	Adverse/ Favourable
Food		2,200		Adverse <input type="checkbox"/> Favourable <input type="checkbox"/>
Entertainment		1,150		Adverse <input type="checkbox"/> Favourable <input type="checkbox"/>

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Task 6 (24 marks)

Your manager is interested in how costs behave at different levels of output. She has asked you to prepare a cost analysis at different levels of output for a product. You are told that fixed costs are £20,000 and variable costs are £5 per unit.

- a) Complete the table below to show fixed, variable, total and unit costs for each of the three levels of output.

(12 marks)

Level of output	Fixed costs £	Variable costs £	Total costs £	Unit cost £
2,000 units				
5,000 units				
8,000 units				

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Task 7 (12 marks)

You are preparing for the accounting month end at SCM Products.

Your first task is to transfer data from the purchases daybook to the ledgers. An extract from the purchases daybook is shown below.

Purchases daybook					
Date 20XX	Details	Invoice number	Total £	VAT £	Net £
31 Aug	Carstairs Ltd	C1673X	474	79	395

a) Show whether the entries in the general ledger will be debit or credit entries.

(3 marks)

Account name	Debit	Credit
Purchases	<input type="checkbox"/>	<input type="checkbox"/>
VAT	<input type="checkbox"/>	<input type="checkbox"/>
Purchases ledger control	<input type="checkbox"/>	<input type="checkbox"/>

b) What will be the entry in the purchases ledger?

(3 marks)

Account name	Select one	Amount £	Debit	Credit
Carstairs Ltd	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchases	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchases ledger control	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchases returns	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales ledger control	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sales returns	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
VAT	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

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- c) You have found an error in the accounting records. A cheque payment of £4,206 to a credit supplier has been recorded as £4,260.

You have partially prepared journal entries to correct the error in the general ledger.

Complete the journal entries below by:

- removing the incorrect entries
- recording the correct entries.

Do not enter a zero in an unused debit or credit column.

(4 marks)

Journal to remove the incorrect entries		
Account name	Debit £	Credit £
Bank		
Purchases ledger control		

Journal to record the correct entries		
Account name	Debit £	Credit £
Purchases ledger control		
Bank		

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- d) You have also identified that discounts received were omitted from the general ledger. You have prepared the journal entries below to correct the omission.

Journal		
Account name	Debit £	Credit £
Purchases ledger control	120	
Discounts received		120

Record the journal in the general ledger by selecting the appropriate entry into each account below.

(2 marks)

Discounts received			
Details	Amount £	Details	Amount £
		Balance b/f	993

Entries:
 Discounts received
 120
 Purchases ledger control
 120

Purchases ledger control			
Details	Amount £	Details	Amount £
		Balance b/f	37,721

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Sample assessment and mark scheme

Mark scheme

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Mark scheme

Q	Answer
1a	1 mark for each correct response; maximum 4 marks (WEFN; Learning outcome 3) <ul style="list-style-type: none"> • Process invoices 10:00 – 11:00 (1) • Post cheques 11:00 – 12:00 (1) • Reconcile statements 12:00 – 13:00 (1) • Cost coding 13:00 – 14:00 (1)
1b	1 mark for each correct response; maximum 2 marks (WEFN; Learning outcome 3) Thursday (1) Week 1 (1)
1c	1 mark for each correct amount, 1 mark for each correct identification of either debit or credit; maximum 4 marks (BTRN; Learning outcome 4) <ul style="list-style-type: none"> • Cash balance carried down: £260 (1) Credit (1) • Bank balance carried down: £4,012 (1) Debit (1)
1d	1 mark for each correct response; maximum 2 marks (BTRN; Learning outcome 4) <ul style="list-style-type: none"> • Cash total: £1,110 (1) • Bank total: £8,537 (1)
2a	1 mark for each correct response; maximum 4 marks (WEFN; Learning outcome 1) <ul style="list-style-type: none"> • Ensuring the security of financial data (1) • Managing funds effectively (1) • Producing statutory financial statements (1) • Providing accounting information to other internal departments (1)
2b	1 mark for each correct response; maximum 4 marks (WEFN; Learning outcome 1) <ul style="list-style-type: none"> • Holiday entitlement policy (1) • Petty cash claiming procedures (1) • Staff development policy (1) • Cheque banking procedures (1)
2c	1 mark for each correct response; maximum 4 marks (WEFN; Learning outcome 2) <ul style="list-style-type: none"> • Make eye contact with the speaker (1) • Wait until the person speaking has finished before asking questions (1) • Discuss difficulties in meeting deadlines with your supervisor at the earliest opportunity (1) • Ask as many questions as you need until you fully understand what you are being asked to do (1)
3a	1 mark for each correct response; maximum 4 marks (BTRN; Learning outcome 2) <ul style="list-style-type: none"> • Price each: £3.85 (1) • Net amount: £462 (1) • VAT amount: £92.40 (1) • Total amount: £554.40 (1)
3b	1 mark for each correct response; maximum 6 marks (BTRN; Learning outcome 2) <ul style="list-style-type: none"> • Correct daybook title: Sales daybook (1) • Details: Peppers Ltd (1) • Account code: PEP003 (1) • Total: £554.40 (1) • VAT: £92.40 (1) • Net: £462 (1)

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3c	£540.54 (1) (BTRN; Learning outcome 3)
3d	20 May 20XX (1) (BTRN; Learning outcome 3)
4a	1 mark for each correct amount, 1 mark for each correct identification of either debit or credit; maximum 4 marks (BKCL; Learning outcome 3) <ul style="list-style-type: none"> • Entry from the sales daybook: £43,308 (1) Debit (1) • Entry from the sales returns daybook: £2,634 (1) Credit (1)
4b	1 mark for each correct amount, 1 mark for each correct identification of either debit or credit; maximum 2 marks (BKCL; Learning outcome 3) £53,526 (1) Credit (1)
4c	1 mark for each correct response; maximum 2 marks (BKCL; Learning outcome 3) <ul style="list-style-type: none"> • Total of the purchases ledger balances: £40,598 (1) • Difference: £242 (1)
4d	1 mark for each correct response; maximum 2 marks (BKCL; Learning outcome 3) <ul style="list-style-type: none"> • A payment was entered twice in a supplier's account in the purchases ledger (1) • An invoice was entered twice in the purchases ledger control account (1)
4e	1 mark for identifying each error; maximum 6 marks (WEFN; Learning outcome 3) Dear Mrs Rodgers (1) , Our sales (1) ledger shows that an erroneous overpayment made earlier in the year has resulted in an amount of £356 (1) owing to us. We would be grateful if you could confirm agreement of this amount and provide us with a cheque so that we can correct the error in preparation for our year end. If you require me to provide further details of the underpayment (1) please do not hesitate to contact me and I will be happy to forward documentation to you. Many thanks (1) in anticipation of your co-operation in this matter. Yours faithfully , (1)
5a	1 mark for each correct response; maximum 6 marks (WEFN; Learning outcome 4) Minimising the environmental impact of activities <ul style="list-style-type: none"> • Ensuring staff use public transport rather than their own vehicles when travelling for business purposes (1) • Ensuring emissions from our delivery vehicles are minimised (1) • Installing energy-saving equipment in our production plant (1) Improving the welfare of employees <ul style="list-style-type: none"> • Introducing flexible working conditions so staff can work and still meet personal commitments (1) • Offering staff training and supporting those wishing to gain further qualifications (1) • Offering free membership to a local gymnasium for all staff (1)
5b	1 mark for each correct response; maximum 6 marks (ELCO; Learning outcome 3) Food <ul style="list-style-type: none"> • Budget: £2,625 (1); Variance £425 (1); Favourable (1) Entertainment <ul style="list-style-type: none"> • Budget: £750 (1); Variance -£400 (1); Adverse (1)

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6a	<p>1 mark for each correct response; maximum 12 marks (<i>ELCO; Learning outcome 2</i>)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #008000; color: white;"> <th>Level of output</th> <th>Fixed (£)</th> <th>Variable (£)</th> <th>Total (£)</th> <th>Unit (£)</th> </tr> </thead> <tbody> <tr> <td>2,000 units</td> <td>20,000 (1)</td> <td>10,000 (1)</td> <td>30,000 (1)</td> <td>15.00 (1)</td> </tr> <tr> <td>5,000 units</td> <td>20,000 (1)</td> <td>25,000 (1)</td> <td>45,000 (1)</td> <td>9.00 (1)</td> </tr> <tr> <td>8,000 units</td> <td>20,000 (1)</td> <td>40,000 (1)</td> <td>60,000 (1)</td> <td>7.50 (1)</td> </tr> </tbody> </table>	Level of output	Fixed (£)	Variable (£)	Total (£)	Unit (£)	2,000 units	20,000 (1)	10,000 (1)	30,000 (1)	15.00 (1)	5,000 units	20,000 (1)	25,000 (1)	45,000 (1)	9.00 (1)	8,000 units	20,000 (1)	40,000 (1)	60,000 (1)	7.50 (1)
Level of output	Fixed (£)	Variable (£)	Total (£)	Unit (£)																	
2,000 units	20,000 (1)	10,000 (1)	30,000 (1)	15.00 (1)																	
5,000 units	20,000 (1)	25,000 (1)	45,000 (1)	9.00 (1)																	
8,000 units	20,000 (1)	40,000 (1)	60,000 (1)	7.50 (1)																	
6b	<p>1 mark for each reference to any of the following; maximum 6 marks (<i>WEFN; Learning outcome 3</i>)</p> <ul style="list-style-type: none"> • Fixed cost is one that remains the same irrespective of the level of output (1) • Example: the cost of rent (1) (mark awarded for other suitable example of fixed cost provided) • Variable cost will change in relation to the level of output (1) • Example: the direct materials used in a product (1) (mark awarded for other suitable example of variable cost provided) • The cost per unit decreases as output increases (1) because the fixed costs are shared over an increasing number of units (1) <p>Marks awarded for communication; maximum 3 marks 1 mark: basic response provided; work contains grammatical and spelling errors 2 marks: some grammatical and spelling errors; explanations provided generally address the subject area 3 marks: consistent accuracy of spelling and grammar throughout the report; clear explanations of the subject area</p> <p>Marks awarded for structure of report; maximum 3 marks 1 mark: minimal logic to structure of report 2 marks: some logic to structure of report 3 marks: clear and cohesive structure of report</p>																				
7a	<p>1 mark for each correct response; maximum 3 marks (<i>BKCL; Learning outcome 4</i>)</p> <ul style="list-style-type: none"> • Purchases – Debit (1) • VAT – Debit (1) • Purchases ledger control – Credit (1) 																				
7b	<p>1 mark for each correct response; maximum 3 marks (<i>BKCL; Learning outcome 4</i>)</p> <ul style="list-style-type: none"> • Account name: Carstairs Ltd (1) • Amount: £474 (1) Credit (1) 																				
7c	<p>1 mark for each correct response; maximum 4 marks (<i>BTRN; Learning outcome 5</i>)</p> <p>Removal of incorrect entries</p> <ul style="list-style-type: none"> • Bank: £4,260 Debit (1) • Purchases ledger control: £4,260 Credit (1) <p>Record of correct entries</p> <ul style="list-style-type: none"> • Purchases ledger control: £4,206 Debit (1) • Bank: £4,206 Credit (1) 																				

AAT Foundation Certificate / Diploma
Synoptic Assessment – SAMS – Mark scheme

7d

1 mark for each correct response; **maximum 2 marks** (BTRN; Learning outcome 5)

Discounts received			
Details	Amount £	Details	Amount £
		Balance b/f	993
		Purchases ledger control	120 (1)

Purchases ledger control			
Details	Amount £	Details	Amount £
Discounts received	120 (1)	Balance b/f	37,721